

EXAMPLES FOR ACCEPTABLE PHOTOS



Acceptable – Clear image with subject facing forward, looking directly at the camera.



Acceptable – Photographs should be clear, focused, and identify the subject



Acceptable – Subject is wearing eyeglasses with clear lenses that are free of glare or reflections.

Photo tip: A slight upward or downward tilt head or glasses may remove glare;
Subject must not be wearing tinted or dark lenses.



Acceptable – Subject's full face is visible – no shadows or clothing obscure the face.

Photo tip: No hats, uniforms, or head of the coverings may be worn, except for religious purposes.

EXAMPLES FOR UNACCEPTABLE PHOTOS



Not acceptable – Background is not plain.

Photo tip: The background should be uniform, plain and white or off-white, and free of shadows.



Not acceptable – Camera too close to subject, causing fish-eye distortion; head size too large.

Photo tip: Camera should be at least 1.2 m from subject; head size from chin to top of head should be between 25 and 35 mm.



Not acceptable – Color is not accurate.

Photo tip: Photo should reproduce skin tones accurately; camera white balance setting may need to be adjusted for the lighting used.



Not acceptable – Head is too high in photo.

Photo tip: Subject's entire head must be in the photo; it is acceptable for some hairstyles to extend past the boundaries of the photo, so long as the entire head is shown and is the appropriate size.